

# Job Seeking **Skills Workshops**

## December 2015

★ **Midvale Employment Center**  
7292 S. State St. • Midvale

Register for  
reserved seating.  
Walk-ins  
welcome.



- Our workshops are designed to give you the skills necessary to succeed in a highly competitive job market.
- No-cost workshops are open to all job seekers.
- Register at [jobs.utah.gov](http://jobs.utah.gov), or speak with an employment counselor.
- Workshops start on time. Late-comers will be asked to reschedule.

### Job Seeking Skills

#### RESUMÉ WRITING:

Dec 2	9:00 AM–11:30 AM
Dec 8	9:00 AM–11:30 AM

#### INTERVIEWING SKILLS:

Dec 16	9:00 AM–11:30 AM
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#### NETWORKING STRATEGIES:

Dec 7	1:00 PM–3:30 PM
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#### \*LINKEDIN #1:

Dec 1	9:00 AM–11:30 AM
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#### \*LINKEDIN #2:

Dec 14	1:00 PM–3:30 PM
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#### RESUMÉ WRITING:

Learn how to write and design a cutting-edge resumé and cover letter or power up a current resumé to get that interview. This workshop is designed for customers who are ready to write a resumé and start actively job searching.

#### INTERVIEWING SKILLS:

Learn to be confident in an interview, research employers, market your skills and answer questions to enhance interview effectiveness.

**NETWORKING STRATEGIES:** Learn how to design and implement a networking plan.

#### LINKEDIN #1:

Learn how to sign up, complete and make your profile effective. We will teach what experts look for in a good profile.

*\*Prerequisite — must have basic computer and Internet navigation skills. Register first, as computers are limited.*

#### LINKEDIN #2:

Learn how to find and connect to others that can help you in your career. Find networking opportunities, get introductions, personal brand management and job search.

*\*Prerequisite — must have a current LinkedIn account and complete profile or have attended LinkedIn #1. Register first, as computers are limited.*

continued

Workforce Services • [jobs.utah.gov](http://jobs.utah.gov)



*Equal Opportunity Employer/Program*

Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240.  
Individuals with speech or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.

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**December 2015** (continued)

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### Life Skills

#### BUDGETING AND CREDIT:

Budgeting - Dec 15	8:30 AM–12:00 PM - TIER 1
Credit - Dec 17	8:30 AM–12:00 PM - TIER 1

#### FINDING HEALTHY RELATIONSHIPS – HOW TO AVOID A JERK OR JERKETTE:

None	9:00 AM–12:00 PM BREAK/LUNCH 1:00 PM–5:00 PM
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#### STRENGTHENING THE COUPLE RELATIONSHIP:

None	9:00 AM–12:00 PM BREAK/LUNCH 1:00 PM–5:00 PM
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#### PARENTING WITH LOVE AND LOGIC:

None	9:00 AM–12:00 PM BREAK/LUNCH 1:00 PM–5:00 PM
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#### FOOD SENSE - USU EXTENSION:

None	9:00 AM–11:30 AM
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**BUDGETING AND CREDIT:** Learn how to budget, save, repay debt and build credit.

**FINDING HEALTHY RELATIONSHIPS – How to Avoid a Jerk or Jerkette:** For singles of all ages—participants learn steps to building a high-quality, long-lasting relationship.

**STRENGTHENING THE COUPLE RELATIONSHIP:** Designed for couples in committed relationships—learn to understand one another's differences, increase trust and dependability and develop a deeper commitment.

**PARENTING WITH LOVE AND LOGIC:** Learn how to raise responsible children and have more fun—topics include ending power struggles, teaching responsibility, setting limits and preventing arguments, problem solving and completing chores without conflict.

**FOOD SENSE - USU EXTENSION:** Healthy Eating on a Budget. Learn how to make a food budget last all month long, plan and create a menu, shop from a list, save money on food and eat healthy. Food demonstration provided to learn how to prepare food in an easy, quick and healthy way.

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